

Approval of February 6, 2003 Minutes  
ADMINISTRATION COMMITTEE ATTACHMENT #3.1  
Thursday, March 6, 2003

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**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**Administration Committee Minutes**  
**February 6, 2003**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, 818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, CA 90017.

**1.0    CALL TO ORDER**

Mayor Richard Dixon, called the meeting to order at 9:10 a.m.

**Committee Members Present:**

Mayor William Alexander	City of Rancho Cucamonga
Councilmember Ron Bates	City of Los Alamitos
Councilmember Hal Bernson	City of Los Angeles
Mayor Richard Dixon	City of Lake Forest
Mayor Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Supervisor Judy Mikels	County of Ventura
Mayor Bev Perry	City of Brea
Mayor Ron Roberts	City of Temecula
Supervisor Charles V. Smith	County of Orange
Councilmember Sidney Tyler	City of Pasadena

**Committee Members Absent:**

Councilmember Janice Hahn	City of Los Angeles
Mayor Ron Loveridge	City of Riverside
Mayor Pro Tem Bea Proo	City of Pico Rivera
Councilmember Toni Young	City of Port Hueneme

**Staff Present:**

Bert Becker	Chief Financial Officer
Sondra Morison	Controller

**Others Present:**

Catherine McMillan	CVAG
Jeff Lustgarten	Cerrell
Ty Schuiling	SANBAG
Ed Jones	SCAG Liaison
Sandra Balmir	FTA/FHWA LA Metro
Phyllis winger	City of LA/Councilman Bernsons' Staff
Robin Lowe	RCTC
Ric Teano	CCTA
Zahi Faranesh	SCAG

## **2.0 PUBLIC COMMENT PERIOD**

No public comment.

## **3.0 CONSENT CALENDAR**

Since he was absent from that meeting, Mayor Dixon abstained from voting on the January 9, 2003 minutes.

The Consent Calendar, with the exception of 3.1.2, which was pulled, was MOVED (Mayor Bev Perry), SECONDED (Supervisor Hank Kuiper), and UNANIMOUSLY APPROVED.

### **3.1 Approval Items**

#### **3.1.1 Minutes of the January 9, 2003 Meeting**

#### **3.1.2 Approve Request to Co-Sponsorship Los Angeles County Infrastructure Summit at no cost to SCAG, to be held on Feb 12, 2003. (ITEM PULLED)**

### **3.2 Receive & File**

#### **3.2.1 Conflict of Interest Listing **(Info Only) RC Attachment****

#### **3.2.2 Contracts & Purchase Orders**

##### Contracts

- Ariston

##### Purchase Orders

- Laser Care
- Quality Kaser Catridge
- Mini-Mailers

## **4.0 ACTION ITEMS**

### **4.1 Administration Committee Report**

#### **4.1.1 Approve FY 2002-2003 NARC Membership Dues**

This item was MOVED (Mayor Bev Perry), SECONDED (Councilmember Ron Bates) and UNANIMOUSLY APPROVED.

4.1.2 Proposed Bylaws Amendment Concerning Representation of the Administration Committee

This item was MOVED (Mayor Bev Perry), SECONDED (Councilmember Ron Bates) and UNANIMOUSLY APPROVED.

4.1.3 Authorization to Execute MOU with MTA For Transportation Model Improvements

This item was MOVED (Supervisor Mikels), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY APPROVED.

4.1.4 Amendment to the Transportation Corridor Agencies' MOU's Incorporating Bus Occupancy into Annual AVO Report

Councilmember Bates asked for clarification of the purpose of the bus counts.

Carla Voleka of TCA explained that the existing MOU between SCAG and the Transportation Corridor Agencies does recognize buses as vehicles to be considered in average vehicle occupancy. However, the actual methodology that is specified in the MOU does not include buses. It was suggested that TCA continue to follow the current Caltrans procedures, as well as separately count buses and have a bus adjustment factor to recognize there is likely to be increasing use of buses on the toll roads. These will have considerably higher occupancy rates than some of the other vehicles. All of these added together will provide improved actual vehicle occupancy.

This item was MOVED (Councilmember Hal Bernson), SECONDED (Councilmember Ron Bates) and UNANIMOUSLY APPROVED.

## **5.0 INFORMATION ITEMS**

### **5.1 Monthly Financial Report**

Bert Becker presented this item.

Bert Becker informed the committee that SCAG has been working with Caltrans and they in turn are working with FHWA in getting Budget Amendment #1 approved. Caltrans has provided us written confirmation that they will, at a minimum, approve the funding for the salaries' portion of the amendment, within the next two weeks.

Bert Becker informed the Committee that the Interim Audit conducted by Caltrans in November 2001, began with \$2.5 million in disallowed costs. Caltrans has since withdrawn \$1.8 million of those costs. The remaining \$706,000 HDR Contract cost was appealed to Caltrans. Caltrans has written a letter to FHWA asking them to consider this an allowed cost. FHWA legal staff is currently reviewing this matter.

#### 5.2 Caltrans Indirect Cost Allocation Plan (ICAP) Audit and SCAG Response

Bert Becker presented this item.

Councilmember Sidney Tyler stated that this item was discussed at the Audit/Best Practices Committee meeting of January 29<sup>th</sup>. The consensus of the Committee was that correcting the problems should be a top priority for a short-term plan. The Committee also feels that SCAG is making progress in assuring compliance with applicable laws and getting our internal policies and procedures complete so that they are clear and concise.

Councilmember Ron Bates added that the Committee members feel very appreciative and supportive of the work that SCAG staff has performed.

#### 5.3 FY 2003-2004 OWP

Jim Gosnell, Deputy Executive Director, gave an overview of the schedule to meet Federal and State Transportation related requirements, identify SCAG work activities and the resources required, establish work schedules, address Regional Council priorities, identify who will do the work, and coordinate Transportation Planning with other agencies.

Jim Gosnell, Deputy Executive Director, informed the committee of the following schedule:

- Submit draft OWP to Caltrans on March 1, 2003.
- Bring Draft OWP to the March 6, 2003 meeting for Administration Committee and Regional Council approval.
- An Intermodal Planning Group (IPG) Meeting is scheduled for April 23, 2003 to collect formal comments and discuss with the Federal and State agencies their comments and our responses. Based on that input, SCAG will know what type of adjustments may be necessary.
- Bring Final Draft OWP to the May 1, 2003 meeting for Administration Committee and Regional Council consideration.

#### 5.4 Rideshare/Transtar Update

John Cox, Director of Deployment provided status on the transition process and possible formation of a JPA.

**6.0 COMMENT PERIOD**

No comments presented.

**7.0 ADJOURNMENT**

Mayor Richard Dixon adjourned the meeting at 10:07 a.m.

  
Bert Becker, Chief Financial Officer  
Staff to the Administration Committee

D. SALCIDO 02/18/2003  
Admin Comm Minutes 02/06/03  
DOCS# 81399